



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** 29577 - Analytic Portfolio Manager - GS-13

**Salary Range:** \$81,548 - \$126,062

**Vacancy Open Period:** 10/5/2018 – 10/26/2018

**Position Type:** Cadre Detailee

**Who May Apply:** Internal ODNI Candidates Detailees

**Division:** CTIIC/AIS

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

**This is an opportunity for:**

- An internal candidate to fill a GS-13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply. )



## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Director of National Intelligence (DNI) serves as the head of the Intelligence Community (IC). The DNI also acts as the principal advisor to the President, the National Security Council and the Homeland Security Council for Intelligence matters related to the national security; and oversees and directs the implementation of the National Intelligence Program. The DNI leads intelligence integration and forges an intelligence community that delivers the most insightful intelligence possible. The Cyber Threat Intelligence Integration Center (CTIIC) builds understanding of foreign cyber threats to US national interests to inform decision-making by federal cyber centers, departments and agencies, and policymakers. CTIIC works with its partners to integrate threat intelligence and related information from the network defense, intelligence, and law enforcement communities; facilitate information-sharing; lead community analysis of cyber threat; and support interagency planning to develop whole-of-government approaches against cyber adversaries.

## Major Duties and Responsibilities (MDRs)

- The all-source analyst is responsible for the research of a major geographical area or technology issues with world-wide implications. Synthesizes information from one or more sources to produce integrated intelligence analysis to inform or to provide decision advantage to senior USG decision makers. Applies knowledge of intelligence concepts and terminology, policies and directives, organizational missions, and functions.
- ODNI's Cyber Threat Intelligence Integration Center (CTIIC) is seeking analysts from any discipline who have strong tradecraft and interpersonal skills to join our Analytic Integration Section in leading and integrating IC analysis of foreign cyber threats from both government and non-state actors. Cyber is increasingly infused in all national security topics, making this position an excellent opportunity for analysts with background in regional or functional relevant national security issues to gain expertise with the cyber threat mission and customer set. Experience with cyber issues is of course welcome but not a requirement. CTIIC is committed to developing our joint duty workforce through training and other opportunities, and seeks personnel who can contribute analytic talent and other related expertise to our mission.
- As with all analysis, CTIIC works to tell the most important stories to a wide range of customers, and in doing so, make the cyber story approachable in a way that allows our customers to understand the significance of the information and identify opportunities to take action in the interests of US national security.
- CTIIC provides direct support to the NSC Staff and as such provides opportunities to gain insight into the development of cyber policy. CTIIC also works across the IC and other USG agencies with interests in US critical infrastructure, providing opportunities for analysts to develop a diverse range of contacts and gain exposure to a broad range of USG activities and perspectives.



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## **The selected applicant will:**

- Plan, research, develop, and communicate in-depth analyses of complex and significant national, regional, and/or global issues for senior policymakers and key components in the Intelligence Community (IC), law enforcement, and the Office of the Director of National Intelligence (ODNI).
- Use diverse methodological tools and approaches to gain a comprehensive understanding of complex analytical issues and incorporate insights and findings into well-crafted, in-depth intelligence products.
- Plan, prepare, and present written and oral briefings to senior internal and external customers and analytic counterparts on significant intelligence issues; clearly articulate complex concepts to non-expert customers and tailor the product to correspond to customer needs.
- Address analytic gaps and points of disagreement across the USG.
- Cultivate communities of interest and identify key internal and external sources of information that meet customer and self-derived needs.
- Cultivate, and maintain collaborative working relationships with colleagues, experts, IC members, policy committees, and law enforcement agencies, as appropriate, and leverage these relationships to share information of interest.
- Attend relevant internal and external training, seminars, or conferences that will contribute to analytic expertise.
- ODNI All Source Analysis areas of expertise include: Counterintelligence, Counter proliferation, Counterterrorism, Cultural Expertise (Economic, Regional, Military, Political, Leadership, Psychological, etc.) Cyber, Intelligence Disciplines (INTs) Intelligence Topics, Languages, Scientific and Technical Intelligence (S&TI), and Targets.

## **Mandatory and Educational Requirements:**

- Experience with North Korea or Iran/Middle East issues.
- Demonstrated analytic and critical thinking skills, including superior ability to think strategically.
- Demonstrated ability to effectively plan, research, develop, and author high-quality, complex analyses, studies, projects, assignments, and briefings on key US foreign policy and national security objectives focused on a specific region or transnational issue for IC consumers and senior policymakers.
- Superior ability to apply knowledge of ODNI, IC, military and law enforcement organizations in order to provide tailored responses that meet customer needs.
- Demonstrated knowledge of analytic tradecraft and superior ability to communicate intelligence information and judgments to generalists as well as specialists.
- Demonstrated ability to produce analytic finished intelligence related to the subject matter issue, either as lead analyst or manager of analysts.



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- Demonstrated ability to lead and promote the development and use of a broad range of methodological tools and approaches to research, analyze, and present data.
- Demonstrated ability to maintain and develop regular IC contacts for analytic exchange and collaboration.
- Superior ability to support group decisions and solicit perspectives from coworkers.
- Demonstrated ability to promote information sharing practices across the ODNI and IC.
- Demonstrated ability to execute senior-level guidance in a fast-paced environment and accomplish strategic goals using metrics and other measures of effectiveness to track progress.
- Demonstrated interpersonal, organizational, and problem-solving skills, negotiating, and resolving significant and controversial issues.
- Demonstrated ability to work effectively both independently and in a team or collaborative environment, and mentor junior colleagues.
- Creative problem-solving skills and initiative in carrying out mission responsibilities.

## Desired Requirements:

- Experience: Five years of related work experience.

## Key Requirements and How To Apply

### Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_D\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_D_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [clrkmon@dni.ic.gov](mailto:clrkmon@dni.ic.gov) (*Monica J.*) and [aclaale@dni.ic.gov](mailto:aclaale@dni.ic.gov) (*Alex A.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.



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Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

## Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_D\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@dni.ic.gov (*Monica J.*) and aclale@dni.ic.gov (*Alex A.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3663 .



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## What To Expect Next:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3663 ; Email: [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto:DNI-EEOD_WMA@cia.ic.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**